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9 August 1951

MEMORANDUM FOR: Addressees

FROM : Deputy Director of Training

SUBJECT : Statement of Functions

1. Please let me have by noon today a brief statement as follows:

a. What you consider to be the basic mission of your job.

b. What you consider to be your major functions.

c. What major tasks you are doing now.

d. What personnel support you are using.

e. What major tasks you have completed in your job.

f. What major tasks you plan for the near future.

2. It is needed to help in the Management survey of our Office. Please make it brief and informal.

25 YEAR RE-REVIEW

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Document No. 014
NO CHANGE in Class. ☐
■ DECLASSIFIED
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